

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

POSITION DUTY STATEMENT

Name:	Division: Program Services Division, CARE Unit
Classification: Associate Governmental Program Analyst (AGPA)	Working Title: Outreach and Training Coordinator
Position Number: 798-415-5393-717 (Up to 24 Months)	Collective Bargaining Unit/ID: R 01
Effective Date:	Conflict of Interest Category: N/A

- 1) **Supervision Received:** Under the direction of the Staff Services Manager I, the incumbent will perform assigned work activities related to outreach, training, consultation, and completing other assignments related to the overall operation of the CARE Unit.
- 2) **Supervision Exercised:** None. May serve in a lead on special projects.
- 3) **Physical Demands:** The duties of the position require the incumbent to provide training and technical assistance to participating providers, as well as marketing and outreach efforts to engage the necessary number and type of eligible providers, especially nontraditional providers, and ensure participation by eligible clients in designated counties. The incumbent must be able to travel to provider facilities to provide training, consultation, and periodic performance reviews of operations. The incumbent must be able to stand and sit for extended periods and must have the ability to occasionally climb, bend, stoop, and reach in order to maneuver while traveling to designated counties and/or facilities. The incumbent must have manual dexterity sufficient to handle papers, use a camera, projector, keyboard, computer mouse, copy machine, FAX, office and cellular telephones; have the ability to communicate with providers, clients and staff verbally and in writing. The incumbent must have the ability to lift up to 40 pounds occasionally and 20 pounds frequently while traveling, and to occasionally push and pull items such as rolling luggage. The incumbent **must be able to travel approximately 50 percent of the time** by plane, automobile, train and other means of public transportation.
- 4) **Job Description:** (Please indicate the percentage and description in the tables provided below)

ESSENTIAL FUNCTIONS

%	Job Description
70%	Provide program-specific training and technical assistance to potential and participating providers. Deliver training, design and conduct testing, certify satisfactory completion, maintain training records, and evaluate the effectiveness of training. Meet with providers regionally to discuss performance measures, facilitate networking, assist providers in determining areas of needed improvement, identify resources and assistance in implementing improvements.
15%	Provide marketing and outreach efforts to expand the number and type of eligible providers. Travel to regions to recruit and engage new providers, and visit individual provider/group locations to provide consultation. Conduct marketing and outreach also to identify sources of referral for potential clients.
10%	Develop, implement, evaluate, and revise program policies and procedures as needed, and convey and disseminate updated information to clients and providers. Write reports of site-visit findings, the corrective action required, and render recommendations regarding appropriateness of CARE approved applicants/providers.

SIGNATURES

I have read and discussed these duties with my supervisor: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Employee's Signature Date </div> Position classification approved: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Personnel Analyst Date </div>	I certify that the above accurately represents the duties of the position: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Supervisor's Signature Date </div>
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NON-ESSENTIAL FUNCTIONS	
%	Job Description
5%	Prepare correspondence and respond to verbal and written inquiries from providers, county representatives, the public and other interested persons regarding the CARE program requirements, and policies and procedures in accordance with established Department guidelines. Participate on special projects related to the operation of the Unit, and occasionally in branch or department workgroups.